

17.100 POLICE RECORDS: STORAGE AND MAINTENANCE, AND INITIATING NEW RECORDS AND FORMS

Reference:

Ohio Revised Code § 149 - Ohio Public Records Act
Standards Manual - 26.1.8, 32.1.6, 32.2.3, 35.1.13,
42.1.3, 43.1.1, 82.1.2, 82.3.5

Definitions:

A public record is a record held by a public office. A record is any item that is:

- Stored on a fixed medium (such as paper, computer, film, etc.),
- Created, received, or sent under the jurisdiction of a public office,
- Documents the organization, functions, policies, decisions, procedures, operations, or other activities of the office.

Purpose:

Provide for initiating, safekeeping, and storage of Police Department records and the systematic disposal of those records.

Policy:

The Police Department is entrusted, by the public, with the care, custody, and control of records generated by its activities. The Police Department is not the sole proprietor of the records it generates. The right of ownership resides with the public. The Police Department will comply with all laws governing record retention, storage, and disposal.

Information:

The retention and destruction of original records is governed by law, while copies are governed only by procedure.

All of the records addressed in this procedure have been reviewed and the retention/destruction schedule for original records has been approved by the City of Cincinnati Records Commission, the Ohio Historical Society, and the State of Ohio Auditor's Office.

Procedure:

- A. The bureaus, districts, sections, and units mentioned herein will maintain the records specified in this procedure for the minimum/maximum period as indicated.
 1. At the discretion of bureau, district, section, and unit commanders, original records may be retained beyond maximum periods via a form 17 request. The Form 17 must include extenuating circumstances surrounding the extension request and must be submitted at least two weeks prior to destruction date. Other than these exigent circumstances, original records must be destroyed as soon as possible after the retention period has expired.
 2. Within the first quarter of each calendar year, the officer in charge (OIC) of each unit which maintains any record will have those records inspected in order to determine if records are properly maintained according to this procedure.
 - a. If, according to this procedure, any record is found to be expired as indicated by its retention period, or any unauthorized records or copies are located, the OIC will forward a Form 17 to the appropriate bureau commander including:
 - 1) Type of record(s)
 - 2) Year(s) of the record(s)
 - 3) A request for proper disposal
 - b. After review by the affected bureau commander, the request for disposal will be forwarded to the Records Section Director.

- 1) The Records Section Director will approve/disapprove the request according to the Schedule of Record Retention and Destruction contained in this procedure and have any additional measures taken, if necessary, to comply with State Law and City Ordinances.
- 2) After approval for destruction, the Records Section Director will arrange with the involved unit the date and time for proper destruction of the records.
 - a) The involved unit must complete and forward to the Records Section a Schedule of Record Retention and Destruction (State Form RC-3), available from the Records Section. Areas to be completed are:
 - 1] Record Series Title
 - 2] Inclusive dates of records
 - 3] Volume of records to be disposed
3. If storage space is required in addition to the storage space in the unit facility, the location of such space will be determined by the Supply Unit.
 - a. A representative of the Records Section Director will inspect these additional storage facilities during January of each year.
 - 1) After inspection by the Records Section, and according to the retention schedule included as part of this procedure, upon Records Section notification, unit commanders will request disposal of their unit's expired record(s) located in storage.
4. Any bureau, district, section, and unit commander who desires to utilize any record or form not listed in this procedure must submit a prototype and a Form 17 through channels to the Police Chief.

- a. Upon approval, the Planning Section will assign the form a number. The Records Section will then take the necessary steps to establish a retention schedule, and then the Planning Section will revise this procedure.
5. Any bureau, district, section, and unit commander who desires to discontinue the use of any form or record established by this procedure will so request via Form 17 through channels to the Police Chief.
6. Requests for disposal of any original or copy of any record not specifically listed herein will also be documented on a Form 17.
 - a. The Records Section Director will then submit a request for destruction to the City Records Commission.
 - 1) Upon approval, the Records Section will advise the affected unit as to the proper method of destruction.
7. The following pages contain three separate columns of reports, records, files, etc., maintained within the Department.
 - a. The first column is a listing of all documents organized under the unit that is responsible for maintaining the original.
 - b. The second column indicates the minimum retention period for the original form or record.
 - c. The third column indicates the minimum retention period for copies of these forms or records.
 - 1) If the third column is marked "None," no copy is to be made or maintained by this unit.
 - d. If not listed, no original or copy is maintained by the Department.
 - e. Clarification - "Current year" and "Current month" refer to calendar year/month, respectively, that the report is dated. "Years" listed are calendar years.

RETENTION SCHEDULE BEGINS ON NEXT PAGE

<u>RECORD</u>	<u>MINIMUM RETENTION PERIOD (ORIGINAL)</u>	<u>MINIMUM RETENTION PERIOD (COPY)</u>
8. Data Management Section will maintain the following records:		
OH-1 Ohio Traffic Accident Report	Current year plus 5 years on microfilm	None
OH-2 Ohio Traffic Crash Diagram/Narrative Continuation	Current year plus 5 years on microfilm	None
OH-3 Ohio Traffic Accident Witness Statement	Current year plus 5 years on microfilm	None
OH-4 Ohio Traffic Crash Report (Addendum)	Current year plus 5 years on microfilm	None
12 MW Fingerprint Card	Until subject of arrest reaches 80 years of age or dies	None
12 MB Fingerprint Card	Until subject of arrest reaches 80 years of age or dies	None
12 FW Fingerprint Card	Until subject of arrest reaches 80 years of age or dies	None
12 FB Fingerprint Card	Until subject of arrest reaches 80 years of age or dies	None
12P Palm Print Card	Until subject of arrest reaches 80 years of age or dies	None
15 Property Envelope	Upon disposal of contents	None
15N Property Security Envelope	Upon disposal of contents	None

<u>RECORD</u>	<u>MINIMUM RETENTION PERIOD (ORIGINAL)</u>	<u>MINIMUM RETENTION PERIOD (COPY)</u>
28 Application for Purchase or Transfer of a Firearm	Sixty days if application is approved, 2 years if application is denied, permanent if used for purpose of firearm registration	None
28A Application Control Ledger	Sixty days if application is approved, 2 years if application is denied, permanent if used for purpose of firearm registration.	None
28B Transfer of a Firearm	Perpetual	None
28C Application for Registration of a Firearm - Owner's Information	Perpetual	None
64 Property Tag (confiscated/found/personal)	Upon disposal of contents	None
66 Traffic Warning Record	No original retained in Police Department	Thirty days after receipt
120-4 City Treasury Department Receipt	Current year plus 5 previous years	Three years provided audited
137 Prisoner Description/ Arrest Record	Until subject of arrest reaches 80 years of age or dies	None
137A Additional Prisoner Description/ Arrest Record	Until subject of arrest reaches 80 years of age or dies	None
245 Daily Cash Records Section	Current year plus 5 previous years	Three years provided audited

<u>RECORD</u>	<u>MINIMUM RETENTION PERIOD (ORIGINAL)</u>	<u>MINIMUM RETENTION PERIOD (COPY)</u>
245I Receipt of Fees From Impoundment Unit	Current year plus 5 previous years	Three years provided audited
275 Court Order for Release of Property	Current year plus 2 previous years after final disposition; filed with Form 330*	None
* Keep 2 years after final court disposition		
276 Daily Traffic Accident Summary	Two months	None
300A Index File for Criminal Information Jacket (white)	Until subject of arrest reaches 80 years of age or dies	None
300B Index File for Criminal Information Jacket (orange)	Until subject of arrest reaches 80 years of age or dies	None
300W Index File for Criminal Information Jacket	Until subject of arrest reaches 80 years of age or dies	None
301 Offense Report	No longer used, maintain on file until 2002.	No longer used, Maintain on file until 2002.
301A Offense Report Addendum	No longer used, maintain on file until 2002.	No longer used, Maintain on file until 2002.
302 Homicide Report	Perpetual-no longer used.	No longer used. Perpetual on all unsolved cases. Maintain until 1999 on all solved cases.

<u>RECORD</u>	<u>MINIMUM RETENTION PERIOD (ORIGINAL)</u>	<u>MINIMUM RETENTION PERIOD (COPY)</u>
303 Auto Larcenies/ Recoveries	No longer used, maintain until 2004 on microfilm.	No longer used, Maintain until 1999.
304 Missing or Wanted Person Report	No longer used. Perpetual on all unsolved cases. Maintain until 1999 on all solved cases.	No longer used. Perpetual on all unsolved cases. Maintain until 1999 on all solved cases.
308 Receipt for Traffic Citation Tag	Current year plus previous year	None
311 Supplementary Offense Report	No longer used, maintain same length of time as offense report for which it was prepared.	No longer used, maintain until 1998.
311A Preliminary Investigation Report	No longer used, maintain until 2002 on microfilm.	No longer used, Maintain until 1998.
311I Incident Report Supplement	Current year plus 6 years on microfilm	Current year plus previous year
312 Criminal Arrest Form	Until subject of arrest reaches 80 years of age or dies	None
313 Firearm . Report	Current year plus 5 previous years	Current year plus 5 previous years
314 Notice to Appear (Adult)	No original retained in Police Department	Current year plus 5 previous years
314 Notice to Appear (Juvenile)	Current year plus 2 previous years	None
319 Report of Watch Received by Pawnbroker or Dealer	No longer used. Maintain those on file until 1998.	None

<u>RECORD</u>	<u>MINIMUM RETENTION PERIOD (ORIGINAL)</u>	<u>MINIMUM RETENTION PERIOD (COPY)</u>
322 Report of Article Received by Pawnbroker or Dealer	Current year plus previous year	None
327 Property Tag (Held for Court)	Upon disposal of contents	None
333 Report of Traffic Violation Arrests	Current year plus previous year	None
336 Unit Juvenile Arrest Report	Current year plus 5 previous years	None
337 U.C.R. Adult Arrests by Arresting Unit	Current year plus 5 previous years	None
338 Total Arrests by Arresting Unit	Current year plus 5 previous years	None
437A K9 Daily Activity Report	Current year plus previous year	None
437B K9 Monthly Officer's Daily Activity Record	Current year plus previous year	None
437C Canine Officer's Activity Record Yearly Composite	Current year plus 3 previous year	None
440 Voluntary Shift Deviation	Current year plus 2 previous years	None
443 Voluntary Off Day Deviation	Current year plus 2 previous years	None
450 Request for NCIC/LEADS Wanted Person Computer Entry Sheet	Filed with warrant, retained until warrant is served and computer entry is canceled	None

<u>RECORD</u>	<u>MINIMUM RETENTION PERIOD (ORIGINAL)</u>	<u>MINIMUM RETENTION PERIOD (COPY)</u>
481 Warrant Transfer Slip	Destroy upon receipt	None
484 Analytical Report for Liquor Violations	Retain for 6 years after criminal trial and/or Ohio Dept. of Liquor Control hearing	None
527 Criminal Arrest Reports	Current year plus 5 previous years	None
527A Case Information Sheet	Current year plus 5 previous years	None
527B Trial Preparation Report	Current year plus 5 previous years	None
542 Cash Receipt	Current year plus 5 previous years	Three years provided audited
580 Personal Information Release Form	Current year plus 2 previous years	None
581 Request for Records Check	Current year plus 2 previous years	None
606 Records Request	Retention Period requested	
675 Warrant Control Card (Replaced by Warrant Control Card, No Form #)	No longer used. Maintain those on file until 1998 after warrant has been disposed of.	No longer used. Maintain those on file until 1998 after warrant has been returned to Warrant/Identifi- cation Unit.
676 Status of Evidence and Property	Current year plus 2 previous years after final disposition; filed with Form 330	None

<u>RECORD</u>	<u>MINIMUM RETENTION PERIOD (ORIGINAL)</u>	<u>MINIMUM RETENTION PERIOD (COPY)</u>
678 Change in Court Appearance	Current year plus previous year	None
682 Citation Arrest Summary	Current month plus 3 previous months	None
3x5 Accident Information Cards	Six years	None
Arrest Logs	Current year plus 6 previous years	None
Arrested/Cited/ Referred Persons	Current year plus 5 previous years	None
Auction Records	Current year plus previous year	None
Bank Deposit Ticket	Until audited by City Finance Dept.	None
Case Set on Officer's Off Day	Sixty days	None
Cincinnati Parking Infraction (Affidavit copy)	Current year plus 3 previous years, provided audited	None
Cincinnati Parking Infraction (Violator's copy)	Current year plus 3 previous years, provided audited	None
Cincinnati Parking Infraction Book Covers	Current year plus previous year	None
Conviction Transcript Letters (Authorization Letters)	Current year plus 2 previous years	None
Court Notify Books	Current year plus previous year	Current year plus previous year

<u>RECORD</u>	<u>MINIMUM RETENTION PERIOD (ORIGINAL)</u>	<u>MINIMUM RETENTION PERIOD (COPY)</u>
Criminal Information Jacket	Until subject of arrest reaches 80 years of age or dies	None
Daily Tally Sheets	Retain until inclusion	None
Delinquent Notice Audit List	Six months	None
Destruction Records	Current year plus 2 previous years	None
Domestic Violence Report State of Ohio	No original retained in Police Department	Current year plus previous year
Leasing Agreement Documents	Current year plus 5 previous years	None
Master Log Book	Thirty years	None
Monthly Tally Sheet	Current year plus previous year	None
Motion for Continuance (Change of court date)	Thirty days after court date	None
Officer's Ledger of Violation (CPI, OUTT, and NTA)	Current year plus 5 previous years	None
OH-1 Monthly Summary Report	Current year plus 6 previous years	None
Ohio Uniform Incident Report	REQUESTED	
Ohio Uniform Traffic Tag (OUTT - Green copy)	No original retained in Police Department	Current year plus 5 previous years

<u>RECORD</u>	<u>MINIMUM RETENTION PERIOD (ORIGINAL)</u>	<u>MINIMUM RETENTION PERIOD (COPY)</u>
MUTT Traffic Citation Book Covers	Current year plus previous year	None
PR134 Firearms List	Current year plus 2 previous years	None
28-Day Period Crime Report	Current year plus 5 previous years	Current year plus 2 previous years
RC-2 Schedule of Records Retention and Disposition	Perpetual	None
RC-3 Schedule of Record Retention and Destruction	Current year plus 2 previous years	None
U.C.R. Adult and Juvenile Arrests by Age, Sex, and Race	Current year plus 5 previous years	None
U.C.R. Homicide Report	No original retained in Police Department	Current year plus 5 previous years
U.C.R. Law Enforcement Officers Killed or Assaulted Report	No original retained in Police Department	Current year plus 5 previous years
U.C.R. Monthly Arson Report	No original retained in Police Department	Current year plus 5 previous years
U.C.R. Monthly Stolen and Recovered Property and Auto Theft Analysis	Current year plus 5 previous years	None
U.C.R. Part I Offenses by Police District	Current year plus 5 years of all monthly reports	None

<u>RECORD</u>	<u>MINIMUM RETENTION PERIOD (ORIGINAL)</u>	<u>MINIMUM RETENTION PERIOD (COPY)</u>
U.C.R. Part I Offenses Crime Comparison Report by Month	Current year plus 5 previous years	None
U.C.R. Part I Offense Disposition of Offenses Known to Police by Month	Current year plus 5 previous years	None
U.C.R. Part I Analysis of Selected Classes of Actual Offenses Known to Police	Current year plus 5 previous years	None
U.C.R. Part II and Offenses by Month	Current year plus 5 previous years	None
U.C.R. Possible Battered Women Offenses	Current year plus 5 previous years	None
U.C.R. Return "A"	Current year plus 5 previous years	None
Warrant Control Card	Current year plus previous year after warrant has been disposed of	Current year plus previous year after warrant has been returned to CWPU
Warrant Recalls	Six months subject to an internal audit	None
Warrant Unit Hold Card	Thirty days	None

<u>RECORD</u>	<u>MINIMUM RETENTION PERIOD (ORIGINAL)</u>	<u>MINIMUM RETENTION PERIOD (COPY)</u>
9. Districts, sections, and units will maintain the following records:		
#1 Requisition of Materials, Supplies and Services	Current year plus 5 previous years	Three years provided audited by State
AE-1 Alarm Unit Letter/Invoice	Current year plus 5 previous years	None
CPR-1 Cincinnati Police Department Capital Project Request Form	Current year plus 4 previous years	Current year plus previous year
IS-1 Daily Activity Report	Five years	None
OTEA Form 1 Office Technical Equipment Allotment (OTEA)	Current year plus 2 previous years	Current year plus previous year
2-S Authorization for Payroll Deduction	Current year plus 5 previous years	None
AE-2 Alarm Unit Letter Notification of 3 False Alarms	Current year plus 5 previous years	None
IS-2 Intelligence Report	Five years	None
3S Changes to Hours Balance	Current year plus 5 previous years	Three years provided audited by City Finance Dept.
AE-3 Alarm Unit Notice of Past Due Account	Current year plus 5 previous years	None

<u>RECORD</u>	<u>MINIMUM RETENTION PERIOD (ORIGINAL)</u>	<u>MINIMUM RETENTION PERIOD (COPY)</u>
IS-3 Inquiry Form	Five years	None
AE-4 Alarm Unit Sig. 66 Program Invoice	Current year plus 5 previous years	None
IS-4 Intelligence Data Form	Five years	None
IS-5 Intelligence Data Form Company/ Organization	Five years	None
6-S Lost Time Notice	Current year plus 5 previous years	None
7 Purchase Order	Current year plus 5 previous years	None
7S City Letterhead Correspondence	One to five years	One to five years
8 Requisition Certification	Current year plus 5 previous years	None
8C Change Order for Purchase Order	REQUESTED	
9 Request for Certification/ Contract	Current year plus 5 previous years	None
10 Requisition	Current year plus 5 previous years	Current year plus previous year
10S Cash Receipts Schedule	Current year plus 5 previous years	Three years provided auditing by State of Ohio
F12S Stores Requisition	No original retained in Police Department	Current year plus previous year
13S Telephone	Destroyed Daily	None

<u>RECORD</u>	<u>MINIMUM RETENTION PERIOD (ORIGINAL)</u>	<u>MINIMUM RETENTION PERIOD (COPY)</u>
14 Personnel Action Form	No original retained in Police Department	Current year plus 2 previous years
DL-15 Driver's License Re-Exam Request	No original retained in Police Department	Current year plus previous year
16 S City of Cincinnati Correction Form (pink)	Current year plus 5 previous years	None
17 Temporary Transfer	Current year plus 5 previous years	Three years provided audited
17CA Court Appearance	Current year plus 5 previous years	None
17CS Civil Suit	Current year plus 5 previous years	None
17DP Detail Policy	Requested current year plus 5 previous years	None
17FTA Failure to Appear for Court	Requested current year plus 5 previous years	None
17IT Information Technology Request	Requested current year plus 5 previous years	None
17MPR Mobile Phone Reimbursement	Current year plus 5 previous years	None
17MS Monthly Substation Inspection	Requested current year plus 5 previous years	None
17S Interdepartmental Correspondence	Current year plus 5 previous years	One to five years or as determined by Administrative value
17S Interdepartmental Correspondence (Multiple)	Current year plus 5 previous years	One to five years or as determined by Administrative value

<u>RECORD</u>	<u>MINIMUM RETENTION PERIOD (ORIGINAL)</u>	<u>MINIMUM RETENTION PERIOD (COPY)</u>
17S Interdepartmental Correspondence (Use of Force and Shots Fired)	Perpetual on microfilm	One to five years or as determined by Administrative value
17S Request for Paid Overtime	Current year plus 5 previous years	None
17S Temporary Transfer Division I Employees	Current year plus 5 previous years	None
17-SA Interdepartment Correspondence Sheet (Multiple)	Current year plus 5 previous years	None
17S-B Interdepartment Correspondence Sheet (Multiple)	Current year plus 5 previous years	None
17SS Substation Request	Requested current year plus 5 previous years	None
18T Use of taser/ diagram	10 years	None
18A Weapons Discharge at an Animal	10 years	None
18AD Accidental Discharge	10 years	None
18C Use of Canine	10 years	None
18CI Use of Chemical Irritant	10 years	None
18F Supervisor's Use Of Force Investigation Report	10 years	None

<u>RECORD</u>	<u>MINIMUM RETENTION PERIOD (ORIGINAL)</u>	<u>MINIMUM RETENTION PERIOD (COPY)</u>
18I Injury to Prisoners	10 years	None
18S Petty Cash Reimbursement Voucher	Current year plus 5 previous years	None
18SW Supplemental Witness List	10 years	None
18TBFP Use of Taser/Beanbag Shotgun/40 MM Round/Pepperball	10 years	None
19 Inter-departmental Bill and Settlement Voucher	Current year plus 5 previous years	Three years provided audited
21 Schedule of Accounts Receivable	Current year plus 5 previous years	Three years provided audited
21S Ohio Department of Wildlife Deer Killed by Motor Vehicle	Current year plus 5 previous years	None
24 Cancellation or Change Orders	Current year plus 5 previous years	Current year plus 5 previous years
MVOD-25 Refusal to Submit to Breath Test	No original retained in Police Department	Current year plus 3 previous years
25S Application for Leave of Absence	Current year plus 5 previous years	Current year plus 5 previous year
27-S Local Mileage Report	Current year plus 5 previous years	None
29 Ohio Liquor Control Record of Licensed Places	No longer used. Maintain those on file indefinitely.	None

<u>RECORD</u>	<u>MINIMUM RETENTION PERIOD (ORIGINAL)</u>	<u>MINIMUM RETENTION PERIOD (COPY)</u>
31P Change in Employee Data Form	Until superseded	None
32 Notice of Disciplinary Action, Layoff or Displacement	Disciplinary action 10 days or less, 3 years. More than 10 days, filed in personnel jacket for career.	None
32S Notice of Disciplinary Action, Layoff or Displacement	Nondisciplinary action filed in personnel jacket until separation of employee	None
33 Resignation	Place in personnel jacket	None
33S Requisition for Materials, Supplies and Services (Emergency)	Current year plus 5 previous years	None
34 Vehicle Pursuit Report	Current year plus 5 previous years	None
35 S Performance Report Civilian	Place in personnel jacket	None
36 Charges Preferred Against Member	Five years	None
36S Inter- departmental Requisition	Current year plus 5 previous years	Three years provided audited
37S City of Cincinnati Claim Voucher	Current year plus 5 previous years	Three years provided audited
FS38L Reproduction Orders	No original retained in Police Department	Current year plus previous year
44 Sale of Obsolete Equipment	Current year plus 5 previous years	Perpetual

<u>RECORD</u>	<u>MINIMUM RETENTION PERIOD (ORIGINAL)</u>	<u>MINIMUM RETENTION PERIOD (COPY)</u>
55 Letter of Understanding	Current year plus 5 previous years	None
56 Letter of Understanding/ Police Escorts	Current year plus 5 previous years	None
66S Notice of Official Reprimand	Three years	None
67 Sworn Employees Working Out of Rank	Three years provided audited	Current year plus previous year
68P Payroll Record of Compensatory Time Earned (overtime and court slips compensated for in cash)	Current year plus 5 previous years	None
68P Payroll Record of Compensatory Time Earned (overtime and court slips on compensatory time earned)	Current year plus 5 previous years	None
69P Payroll Record of Compensatory Time Balance	No longer used. Maintain those on file until 2001.	None
70S Permission to Travel	Current year plus 5 previous years	Three years provided audited
71S Statement of Travel Expenses	Current year plus 5 previous years	Three years provided audited
72 Term Purchase Release	Current year plus 5 previous years	Current year plus 2 previous years

<u>RECORD</u>	<u>MINIMUM RETENTION PERIOD (ORIGINAL)</u>	<u>MINIMUM RETENTION PERIOD (COPY)</u>
74S City Personnel Injury Report with Pay Recommendation	Place in personnel jacket	None
77 Specialized Assignment Application	Current year plus previous year	None
78 Civilian Assignment Availability	Current year plus previous year	None
80S Application for Tuition Reimbursement	Current year plus 5 previous years	Three years provided audited
81S Monies Deposited in City Treasury	Current year plus 5 previous years	One month
90SP Supervisors Review of Vehicle Crash	Five years after vehicle removed from service	None
91SP Supervisors Investigation of Employee Injury	No original retained in Police Department	See personnel jacket for retention
96 Random Drug Test Notification	Current year plus 5 previous years	Current year plus 5 previous years
96 City Physician's Report	Retained by Employee Health Service	6 Months
97 Medical Disclosure Form	Current year plus previous year	Current year plus previous year
120-4 City Treasury Department Receipt	No original retained in Police Department	Three years provided audited
128 Monthly Relief Report	No longer used, maintain until 2000	None

<u>RECORD</u>	<u>MINIMUM RETENTION PERIOD (ORIGINAL)</u>	<u>MINIMUM RETENTION PERIOD (COPY)</u>
134 Contract Agreement	No original retained in Police Department	Six years after effective date of contract
137F Felon Registration File	Current year plus 5 previous years	None
188 Personal Crimes Unit Investigative Report	Seven years on cases brought to court or closed otherwise/ indefinitely on unresolved cases	None
189 Fingerprint and Photograph of Juveniles	Until subject reaches 18th birthday	None
190 Request for Elimination Prints	Current year plus 5 previous years	None
195 Picture Label	Current year plus 5 previous years	None
202 Commanding Officer's Daily Time Report	Current year plus 5 previous years	None
211 Application for Media ID Card	Current year plus previous year	None
212 Media Identification Pass	Current year plus previous year	None
243-A Conviction Record Transcript	Current year plus 2 previous years	None
245 Receipt of Fees From Records	Current year plus 5 previous years	Three years provided audited
245I Receipt of Fees From Impoundment Unit	Current year plus 5 previous years	Three years provided audited

<u>RECORD</u>	<u>MINIMUM RETENTION PERIOD (ORIGINAL)</u>	<u>MINIMUM RETENTION PERIOD (COPY)</u>
264 Equipment Assigned Sworn Officer	Retain on microfilm for career of officer	Until retirement/ separation of officer
268 Junk Yard Inspection Report	No original retained in Department	Current year plus previous year
272 Affidavit	Twenty years	None
273 Notice of Seizure/Proof of Service	Twenty years	None
277 Confidential Informant Registration and Reliability Report	Twenty years	Current year plus previous year
277A Controlling District/Section/ Unit	Twenty years	None
278 Cooperating Individual Agreement	Twenty years	Current year plus previous year
279 Confidential Informant Receipt	Twenty years	None
279 Confidential Informant Receipt Part I	REQUESTED	
279B Confidential Informant Receipt Parts I & II	Twenty years	Current year plus previous year
280 Cooperating Individual Release of All Claims	Twenty years	Current year plus previous year
281 Concealed Transmitter & Recording Consent	Twenty years	Current year plus previous year

<u>RECORD</u>	<u>MINIMUM RETENTION PERIOD (ORIGINAL)</u>	<u>MINIMUM RETENTION PERIOD (COPY)</u>
301 Cincinnati Police Department Incident Report	Requested current year plus 6 previous years	None
301AS Cincinnati Police Department Arrest Supplement	Requested current year plus 6 previous years	None
311G Cincinnati Police Department Confidential Investigative Notes- General	Requested current year plus 6 previous years	None
311N Cincinnati Police Department Confidential Investigative Notes- Narrative	Requested current year plus 6 previous years	None
301PS Cincinnati Police Department Property Supplement Report	Requested current year plus 6 previous years	None
311S Cincinnati Police Department Confidential Investigative Notes- Suspects	Requested current year plus 6 previous years	None
301VVS Cincinnati Police Department Victim/Vehicle Supplement	Requested current year plus 6 previous years	None
301A Offense Report Addendum	No longer used, see Data Management Section listing for retention period of <u>COPIES ONLY</u>	
302 Homicide Report	No longer used, see Data Management Section listing for retention period of <u>COPIES ONLY</u>	
303 Cincinnati Police Department Motor Vehicle Incident Report	Requested current year plus 6 previous years	None

<u>RECORD</u>	<u>MINIMUM RETENTION PERIOD (ORIGINAL)</u>	<u>MINIMUM RETENTION PERIOD (COPY)</u>
304 Cincinnati Police Department Missing Report	Requested current year plus 6 previous years	None
305 Complaint Report	Current year plus previous year	None
309 Inactive Case Warrants	Current year plus 2 previous years	None
310 Premise History Control Form	Retain until removed from CAD system	None
311 Supplementary Offense	No longer used, see Data Management Section listing for retention period of <u>COPIES ONLY</u>	
311A Preliminary Investigation Report	No longer used, see Data Management Section listing for retention period of <u>COPIES ONLY</u>	
311ADD Supplementary Offense Report Addendum	Current year plus 6 previous years	None
311B Early Closure Offense Card	If card is returned as undelivered by Post Office, retain for current year plus previous year	None
311C Reported Hit Skip Auto Accident Card	Current year plus previous year	None
311DV Cincinnati Police Department Confidential Investigative Notes-Domestic Violence	Requested current year plus 6 previous years	None
311I Incident Report Supplement	Current year plus 6 previous years on microfilm	Current year plus previous year
313 Firearm Report	Current year plus 5 previous years	Current year plus 5 previous years

<u>RECORD</u>	<u>MINIMUM RETENTION PERIOD (ORIGINAL)</u>	<u>MINIMUM RETENTION PERIOD (COPY)</u>
314 Notice to Appear (Juvenile)	Current year plus 2 previous years	None
315 Alarm Response Report	Current year plus 2 previous years	None
316 Minor Accident/Aided Case/Mental Health Response Report	Current year plus 2 previous years	None
316A Deceased Person Report	Current year plus 2 previous years	None
317 General Conditions Report	Current year plus 2 previous years	None
318 Report of Conditions Affecting Other Departments	No original retained in Police Department	Current year plus previous year
322 Report of Articles Received by Pawnbroker or Dealer	REQUESTED	
323 Report of Purchase of Stained/Beveled Glass	REQUESTED	
323M Report of Purchase of Precious Metals/Stones	Current year plus 2 previous years	None
326 Property Check-Out Card	Current year plus 2 previous years after final disposition	None
328 Pharmaceutical Diversion Unit Prescription Receipt Form	REQUESTED	

<u>RECORD</u>	<u>MINIMUM RETENTION PERIOD (ORIGINAL)</u>	<u>MINIMUM RETENTION PERIOD (COPY)</u>
330 Property Receipt	Current year plus 2 previous years after final disposition	Current year plus 2 previous years after final disposition
335 Personnel Payroll Report (Replaced by Payroll Attendance Record)	No longer used. Maintain those on file until 2001.	No longer used. Maintain those on file until 1998.
335A Daily Shift Differential Report	Current year plus 3 previous years	None
335B Sworn Annual Shift Differential Report	Current year plus 5 previous years	None
335C Bi-Weekly Shift Differential Report	Current year plus 5 previous years	None
339 Police Property Record	REQUESTED	
341 Cincinnati Police Departmental Receipt	Current year plus 2 previous years	None
368 Abandoned Vehicle Sticker	One year	None
370 Towing Service Claim Voucher	Current year plus 5 previous years	Three years provided audited
370A Towing Service Claim Voucher Attachment	Current year plus 5 previous years	Three years provided audited

<u>RECORD</u>	<u>MINIMUM RETENTION PERIOD (ORIGINAL)</u>	<u>MINIMUM RETENTION PERIOD (COPY)</u>
392 Personal Crimes Index Card File	Seven years on cases brought to court or closed otherwise/ indefinitely on unresolved cases	None
400 Employee Separation Time Report	Place in personnel jacket	None
404 Missing Person's Monthly Report	Two years	None
405 Personal Crimes Unit Report of Missing Persons	Two years	None
413R Photo Negative Record	No longer used. Discard after film is developed.	None
413-35 Photo Negative Record for 35mm Film	Until film is developed	None
423 Vehicle Accident Summary	No longer used. Maintain those on file until 1998.	None
425 Motor Vehicle Repair Report	No original retained in Police Department	Destroyed upon completion of repair
426 Mileage Report	Current year plus previous year	Current year plus previous year
427 Vehicle Field Inspection Report	Current year plus previous year	Current year plus previous year
428 Mountain Bike Inspection Report	Current year plus previous year	None
429 Take Home Vehicle Report	Current year plus previous year	None

<u>RECORD</u>	<u>MINIMUM RETENTION PERIOD (ORIGINAL)</u>	<u>MINIMUM RETENTION PERIOD (COPY)</u>
430 Lease Car Exchange Form	Current year plus previous year	None
434 Nonsworn Employee's Daily Time Report	Current year plus 2 previous years	None
435 Overtime Report	No longer used, maintain until 2002	None
436A Daily Activity Record	Current year plus previous year	None
436B Monthly Composite - Officer's Daily Activity Report	Current year plus previous year	None
436C Patrol Officer's Annual Composite Activity Report	Current year plus 3 previous years	None
436J Personal Crimes Unit Investigator's Daily Activity Record	Current year plus previous year	None
438A Personnel Index Card	Place in personnel jacket	None
439A Shift Selection Form	Current year plus 3 previous years	None
439B Shift Selection Form	Current year plus 3 previous years	None
439C Shift Selection Form	Current year plus 3 previous years	None
441 Personal History Statement	Place in personnel jacket	None
441A Personal History Statement Supplement	Place in personnel jacket	None

<u>RECORD</u>	<u>MINIMUM RETENTION PERIOD (ORIGINAL)</u>	<u>MINIMUM RETENTION PERIOD (COPY)</u>
442 Services in U.S. Armed Forces	Place in personnel jacket	None
444 Administrative Remarks	Place in personnel jacket	None
445 Continuous Service Record	Place in personnel jacket	None
446 Miscellaneous Record	Place in personnel jacket	None
447 Automobile Accident Record	Place in personnel jacket	None
448 Sworn Performance Report	Place in personnel jacket	None
448S Evaluation Supplement Log	Current year plus 3 previous years	Current year plus 3 previous years
449 Performance Ratings	Place in personnel jacket	None
451 Commendations	Place in personnel jacket	None
457 Articles for Fingerprint Check	Current year plus 5 previous years	None
474 Renewal, Transfer or Issuance of Liquor License	Until liquor license is canceled	None
475 Personnel Memorandum (disciplinary action)	Purged after 3 years	None
475 Personnel Memorandum (non-disciplinary action)	Place in personnel jacket	None

<u>RECORD</u>	<u>MINIMUM RETENTION PERIOD (ORIGINAL)</u>	<u>MINIMUM RETENTION PERIOD (COPY)</u>
479 Station Key Book Page	Current year plus previous year	None
495 Intoxication Report	Current year plus 5 previous years	Current year plus 3 previous years
496 DUI Investigation Record	Current year plus 5 previous years	None
497 DUI Jacket Sign-Out Log	Current year plus 5 previous years	None
506 Juvenile Complaint Memorandum	Seven years on cases brought to court or closed otherwise/ indefinitely on unresolved cases	None
515 Volunteer Application Form for Volunteers in City Government	Current year plus 2 previous years	None
516 Office Request for Volunteers	Current year plus 2 previous years	None
517 Volunteer Cincinnati Volunteer Agreement	Current year plus 2 previous years	None
518 Volunteer Cincinnati Confidentiality Agreement	Current year plus 2 previous years	None
521 Application for Employment as Adult School Crossing Guard	One year	None
524 Monthly Vice Activity Report	Current year plus 2 previous years	Current year plus 2 previous years

<u>RECORD</u>	<u>MINIMUM RETENTION PERIOD (ORIGINAL)</u>	<u>MINIMUM RETENTION PERIOD (COPY)</u>
526 Vice Activity Report	Current year plus previous year	Current year plus previous year
528 Accident Information Exchange Form	30 days	None
529 Liquor Arrest and Violations on Permit Premises	Perpetual	Perpetual
533 Hit-Skip Supplement Report	Current year plus 5 previous years	None
534 Field Interrogation Report (F.I.R.)	Current year plus 2 previous years	None
536 Notice of Exclusion Prostitution Exclusion Zone (Ninety Days)	Current year plus 5 previous years	None
537 Notice of Exclusion Prostitution Exclusion Zone (One Year)	Current year plus 5 previous years	None
538 Notice of Exclusion Drug Exclusion Zone (Ninety Days)	Current year plus 5 previous years	None
539 Notice of Exclusion Drug Exclusion Zone (One Year)	Current year plus 5 previous years	None
540 Exclusion Zone Variance	Current year plus 5 previous years	None
551 Notice of Improper Form or Information	Current year plus 5 previous years	None

<u>RECORD</u>	<u>MINIMUM RETENTION PERIOD (ORIGINAL)</u>	<u>MINIMUM RETENTION PERIOD (COPY)</u>
558 Cincinnati Police Department Financial Crimes Complaint	Ten years	None
565 Liquor License Information	Until liquor license is canceled	Until liquor license is canceled
590 Chief's Memorandum	Current month plus 6 previous months	None
599 Firearms and Ammunition Inventory	Current year plus previous year	Current year plus previous year
600 Notification/ Waiver of Rights	Perpetual on capital crimes, length of appeals process on other crimes	None
600B Notification of Rights/ Polygraph	Perpetual on capital crimes, length of appeals process on other crimes	None
601 Consent to Search Without a Warrant	Perpetual on capital crimes, length of appeals process on other crimes	None
602 Search Authorization	Perpetual	Current year plus 2 previous years
603 Consent to a Chemical Test Without a Warrant	Perpetual	None
604 Request for Release of Records	Current year plus 2 previous years	None
605 Notification of Release	Current year plus 5 previous years	None
606 Records Request	Current year plus 2 previous years	None

<u>RECORD</u>	<u>MINIMUM RETENTION PERIOD (ORIGINAL)</u>	<u>MINIMUM RETENTION PERIOD (COPY)</u>
608 Charge Memorandum	Current year plus 5 previous years	Three years provided audited
611 Biological Evidence Submission	REQUESTED	
611B Personal History Fingerprint Card	REQUESTED	
612 Release of Claims Form	Current year plus 2 previous years	Current year plus 2 previous years
614 Log Sheet	Current year plus previous year	None
617 Monthly Compensatory Time Report (Replaced by Compensatory Time Report)	No longer used. Maintain those on file until 2001.	No longer used. Maintain those on file until 1997.
620 Business Night Telephone Number Card	Until superseded	None
624 Uniform and Equipment Check-Off Sheet	Current year plus 2 previous years	None
628 Public Appearance Report	Current year plus previous year	Current year plus previous year
630 Requisition	Current year plus 5 previous years	Current year plus previous year
635 Card Form to Obtain Accident Report	REQUESTED	
638 Warrant Notice Card	REQUESTED	

<u>RECORD</u>	<u>MINIMUM RETENTION PERIOD (ORIGINAL)</u>	<u>MINIMUM RETENTION PERIOD (COPY)</u>
639 Relief Moving Violations Log	Current year plus previous year	None
641 Summary of Background Investigation	Current year plus 3 previous years	None
643 Information Desk Report	Current month plus previous month	None
644 Daily Observation Report	Ten years	None
644S DOR Supplemental Report	Ten years	None
645 Field Training Officer Program Beat Profile	Ten years	None
645B Field Training Guide (Recruit Evaluation)	Ten years	None
646 Bi-Weekly Evaluation Report	Ten years	None
646A FTO Program FTO Sergeant's Weekly Report	Ten years	None
646B FTO Program Relief Commander's Narrative Report	Ten years	None
647 FTO Final Evaluation Report	Ten years	None
647A FTO Program Supervisor Monthly Report	Ten years	None
647B FTO Evaluation Report	Ten years	None

<u>RECORD</u>	<u>MINIMUM RETENTION PERIOD (ORIGINAL)</u>	<u>MINIMUM RETENTION PERIOD (COPY)</u>
648 Citizen Complaint or Information	Ten years	None
648A Citizen Complaint Resolution Process-Acknowledgment Of Participation	Ten years	None
648B Citizen Complaint Resolution Process-Resolution Disposition	Ten years	None
650 First Response Notice	Current year plus previous year	None
650 Second Response Notice	Current year plus previous year	None
652 Release of Medical Record Information	Five years	None
653 Citation Tag Registration Information Card	Until superseded	None
654 Citation Cancellation Request	Current year plus 3 previous years	None
655M Minor Misdemeanor Fine Schedule	Until superseded	None
655P CPI Payment Instructions	Until superseded	None
655R Citizen Referral	Until superseded	None
655T MUTT Payment Instructions/	Until superseded	None

<u>RECORD</u>	<u>MINIMUM RETENTION PERIOD (ORIGINAL)</u>	<u>MINIMUM RETENTION PERIOD (COPY)</u>
657 Long Distance Telephone Form	Current year plus 5 years	None
657A Monthly Long Distance Telephone Report	Current year plus 5 previous years	Current year plus previous year
661 Visitor's Registration for Hospitalized Prisoners	Current year plus previous year	None
662 Prisoner Phone Log	Current year plus 5 previous years	None
663 On Call Appearance	Destroyed daily after court	None
664 Court Appearance Control Form	Destroyed daily after court	None
668 Outside Employment Work Permits	Current year plus 6 previous years	None
668A Acknowledgment by the Secondary Employer	Current year plus 6 previous years	None
668B Detail Assignment Roster	Current year plus 6 previous years	None
668C Overtime Availability Form	Current year plus 6 previous years	None
669 Warrant Disposition Report	Current year plus 2 previous years	None
670 Inter- Departmental Warrant Control Form	Current year plus previous year	None

<u>RECORD</u>	<u>MINIMUM RETENTION PERIOD (ORIGINAL)</u>	<u>MINIMUM RETENTION PERIOD (COPY)</u>
671 Notification Letter - Traffic Warrant	Current year plus previous year	None
674 Case Delay Request Card	Destroyed daily after court	None
675P Address Information Request (Post Office)	Current year plus previous year	None
680 Criminal Pursuit Fund Expense Report	Current year plus 5 previous years	Current year plus previous year provided audited
685 Report of Investigation	Current year plus 5 previous years	None
687 Auto Fatality Report	Perpetual	Perpetual on all unsolved cases. Current year plus 5 previous years on all solved cases.
688 Request to Purchase Service Revolver	Perpetual	None
689 Abandoned Building Status Report	Current year plus 5 previous years	None
690 Visitors Log Sheet	Current year plus previous year	None
Affirmative Action Files	Perpetual	None
ALI Discrepancy		
ALS-2255 Administrative License Suspension Form	Original not retained in Police Department	Current year plus 5 previous years

<u>RECORD</u>	<u>MINIMUM RETENTION PERIOD (ORIGINAL)</u>	<u>MINIMUM RETENTION PERIOD (COPY)</u>
Annual Report Compiling Papers	Perpetual	None
Application for Private Police	Five years after separation	None
Armory Equipment/ Military Roster Sign-Out Book	Perpetual	None
Assignment Availability Notices	Three years	None
Award Files	Current year plus 2 previous years	None
Background Investigation Reports	Two years (after date of hire) Five years (rejected applicants)	None None
Badge Number Card File	Perpetual	None
Bicycle Registration Files	Ten years	None
Block Watchers Registration Files	Ten years	None
Blotter	Four years plus current at Police Department, then permanent to archives	None
BMV-2308 Request for Driver License Examination or Recertification	Current year plus 2 previous years	None

<u>RECORD</u>	<u>MINIMUM RETENTION PERIOD (ORIGINAL)</u>	<u>MINIMUM RETENTION PERIOD (COPY)</u>
BMV 3134 Financial Responsibility Proof	Current year plus 2 previous years	None
BM 3303 State of Ohio Motor Vehicle Crash Report	Current year plus 5 previous years	None
Budget Working Papers	Current year plus 5 previous years	None
Burglary Prevention Check List	One year	None
Card Request Form	One year	None
Canine Activity Report	Current year plus previous year	None
Canine Drug Training Record	Perpetual	None
Cars Cleared	Current year plus previous year	None
Cartridge Envelope	Disposal of contents	None
Case Files	Current year plus 5 previous years	None
Case Ledger	Perpetual	None
CDOP 100 Emergency Lineup	Current year plus 5 previous years	None
CDOP 103 Civil Disturbance Operation Plan Equipment Inventory	Current year	None
CDOP 105 Command Post	Current year plus 5 previous years	None

<u>RECORD</u>	<u>MINIMUM RETENTION PERIOD (ORIGINAL)</u>	<u>MINIMUM RETENTION PERIOD (COPY)</u>
Certificate of Military Training Pay	Current year plus 5 previous years	None
Check Off Lists	Current year plus previous year	None
CHRC Suspected Hate Crime Incident Referral	Current year plus 5 previous years	None
City of Cincinnati Department of Finance	No original retained in Police Department	Three years provided audited
City Letterhead Correspondence	Current year plus 5 previous years	None
Civilian Observer Stickers	Until superseded	None
Classified Expense Report	Current year plus 5 previous years	None
Classified Revenue Report	Current year plus 5 previous years	None
Commission for Private Police	Five years after separation	None
Compensatory Time Report (computer generated)	Current year plus 5 previous years	Current year plus previous year
Confiscated Property Notice	1 year after disposal of property	None
Consent Agreement (polygraph)	Lifetime of subject	None
Contracts for Leased Vehicles	Current year plus 5 previous years	Current year plus 2 previous years

<u>RECORD</u>	<u>MINIMUM RETENTION PERIOD (ORIGINAL)</u>	<u>MINIMUM RETENTION PERIOD (COPY)</u>
Court Control Log Sheet	Current years plus previous year	None
Court Ordered PEN Register Information	Current year plus 4 previous years	None
Completion of 3 Month Training Session	Perpetual	None
Crime Prevention Materials	Retain until outdated	None
CS-8 Certificate of Military Training Pay	Current year plus 5 previous years	None
Daily Line-Up	Current year plus previous year	None
Daily Radio Inventory Sheet	Current year plus previous year	None
Damage Claims	Current year plus 5 previous years	None
Death Claims	No original retained in Police Department	Five years
Detailed Bi-Weekly Cost Report	Three years provided audited	None
Detailed Entry Report	Current year plus 5 previous years	None
Directed Patrol Sheets	Current year plus previous year	None
DIS-94 Forfeiture Application	Perpetual	None
Disciplinary Action Card File	Three years (each card)	None

<u>RECORD</u>	<u>MINIMUM RETENTION PERIOD (ORIGINAL)</u>	<u>MINIMUM RETENTION PERIOD (COPY)</u>
Discretionary Car Report	Current year plus previous year	None
District Staff Meeting Notes	Current year plus previous year	None
DLC 4053 Police Notification	Current year plus 5 previous years	None
Driver's License Verification	Current year plus 3 previous years	None
Drug Complaint and Investigation Reports	Twenty years	None
DT-126 Battery/Radio Repair Form	No original retained in Police Department	Current year
F-3 WARRANT Hamilton County Municipal Court	REQUESTED	
FD-249 Ten Print Fingerprint Card	Until subject reaches 80 years of age or dies	None
Front Yard Parking Stickers	Until superseded	None
Encumbrance Report Program	Current year plus 5 previous years	None
Expenditure Reports	Twenty years	None
Expense Distribution Process/Report	Current year plus 5 previous years	None
Gang Hotline Complaint Form	Current year plus 5 previous years	None
Grant Forms	Current year plus 5 previous years	None

<u>RECORD</u>	<u>MINIMUM RETENTION PERIOD (ORIGINAL)</u>	<u>MINIMUM RETENTION PERIOD (COPY)</u>
Greater Cincinnati Hospital Council Meeting Files	Current year plus previous year	None
Gun Envelope	Until disposal of contents	None
Hamilton County Coroner's Laboratory Evidence Submission Form	Current year plus 5 previous years	None
Hamilton County Morgue/University Hospital Receipt	Current year plus 2 previous years	None
HEA 2652 State of Ohio Intoxilyzer Test Report	Current year plus 5 previous years	None
HP 3A State Highway Patrol Aircraft Accident Record	Current year plus 5 previous years	None
HP 70 State Highway Patrol Investigative Field Sketch	Current year plus 5 previous years	None
Index Card File of Cases	Perpetual	None
Intelligence Reports	Twenty years	None
Inventory Records	Until updated	Until updated
Investigative Supervisor's Meeting Notes	Current year plus 10 previous years	Current year plus previous year
Investigative Unit Assignment Logs	Five years	None

<u>RECORD</u>	<u>MINIMUM RETENTION PERIOD (ORIGINAL)</u>	<u>MINIMUM RETENTION PERIOD (COPY)</u>
Investigative Unit Key Book	Current year plus previous year	None
Investigative Unit Tracking Sheet	Current year plus None previous year	
Invoices	No original retained in Police Department	Current year plus 2 previous years
Leasing Agreement Documents	Current year plus 5 previous years	None
Letters of Certification	No original retained in Police Department	Current year plus 3 previous years
Letters of Commendation	No original retained in Police Department	Current year plus previous year
Letters Sent to Police Department Requesting Some Type of Service	One to seven years	None
Light Duty Files	Two years	None
Liquor Jackets	Perpetual	Perpetual
Listing of Long Distance Phone Calls and Telephone Charges	No original retained in Police Department	Three years provided audited
Media Teletype	Current year	None
Medical Files	Place in personnel Jacket	None
Mobile Video Recording Tape	90 days 1 year when used as evidence, training, public record request	None
Monthly Activity Record for Investigators	Current year plus previous year	None

<u>RECORD</u>	<u>MINIMUM RETENTION PERIOD (ORIGINAL)</u>	<u>MINIMUM RETENTION PERIOD (COPY)</u>
Monthly Assignment Reports	Current year plus 2 previous years	Until superseded
Monthly Summary Reports	Perpetual	None
Monthly Worksheet for Covert Officers	Current year plus previous year	None
Narrative Supplement	Current year plus 6 years on microfilm	Current year plus previous year
Notary Public Commission Forms	Until superseded	None
Officer Profile	One year after active career	None
Officer's Relief Incident Log Book Pages	Current year plus 2 previous years	None
Official Crime Laboratory Report	Current year plus 5 previous years	None
Ohio Uniform Incident Report	Current year plus 6 previous years	None
OUTT/CPI Inventory Control Sheets	Current year plus previous year	None
Patrol Bureau Meeting Agendas and Notes	Current year plus previous year	None
Payroll Attendance Record (computer generated)	Current year plus 5 previous years	Three years provided audited
Payroll Processing/Gross Pay Register	Current year plus 5 previous years	None

<u>RECORD</u>	<u>MINIMUM RETENTION PERIOD (ORIGINAL)</u>	<u>MINIMUM RETENTION PERIOD (COPY)</u>
PSA-17 Personal Firearm Approval Request	Perpetual	None
Personnel Bulletins	Current year plus 5 previous years	None
Personnel Distribution List	Current year plus 5 previous years	None
Personnel Jackets (Current employees)	Until separation of employee	None
Personnel Jackets (Separated employees)	One year after separation jacket contents are microfilmed and maintained perpetually	None
Police Clergy Roster and S.O.P.	Current year only	None
Police Explorer Post Records (Financial)	Perpetual	None
Police Explorer Post Records	Current year plus previous year	None
Private Police Application	REQUESTED	
Promotional List from City Hall	Permanently	None
Property Supplement	Current year plus 6 previous years	None
Pursuit of Criminal Funds	Twenty years	None
Radio Sign Out/ Return Sheet	Current year plus previous year	None

<u>RECORD</u>	<u>MINIMUM RETENTION PERIOD (ORIGINAL)</u>	<u>MINIMUM RETENTION PERIOD (COPY)</u>
Recommendation for Salary Step-Up	Original not retained in Police Department	Three years provided audited
Recruit Class Curriculum	Perpetual	None
RENU/DEA Case Summary	Twenty years	None
RENU/DEA Daily Activity Composite	Two years	None
Reportable Crimes Tracking Sheet	Four years	None
Request for Transfer	Three years	None
Robbery Key Book	Current year plus 6 previous years	None
Robbery Task Force Booklet	Current year	None
Robbery Task Force Cars Cleared Report	Current year plus 6 previous years	None
Robbery Tracking Graph	Current year	None
Robbery Tracking Sheet	Current year only	None
School Crossing Guard Information	Place in personnel jacket	None
Seniority List	Until superseded	None
Separations	Permanently	None
Shipment Receipts	Current year plus 5 previous years	None

<u>RECORD</u>	<u>MINIMUM RETENTION PERIOD (ORIGINAL)</u>	<u>MINIMUM RETENTION PERIOD (COPY)</u>
Shooting Scores of Individual Officers	Perpetual	None
Shotguns Assigned	Current year	None
Special Analysis Reports	Review annually for disposal	None
Special Events Files	Current year plus 2 previous years	Current year plus 2 previous years
Staff Time and Cost of Referral (Council Response)	Current year plus 5 previous years	None
State of Ohio Intoxilyzer Log Book	Current year plus 5 previous years	None
State of Ohio Test Card Record	Current year plus 5 previous years	None
Statement of Balances	Current year plus 5 previous years	None
Subpoena Book	One year after completion	None
Suspect/Arrest Supplement	Current year plus 6 years on microfilm. Perpetual on Homicide reports.	Current year plus previous year. Current year plus previous year on all solved Homicide cases. Perpetual on Homicide cases not solved.
Telephone Dictaphone Tapes	Thirty days	None
Time Book	Perpetual	None
Traffic Warning Record	REQUESTED	

<u>RECORD</u>	<u>MINIMUM RETENTION PERIOD (ORIGINAL)</u>	<u>MINIMUM RETENTION PERIOD (COPY)</u>
Training Received by Individual Officer	Perpetual	None
Tuition Reimbursement Forms	Current year plus 5 previous years	None
Unemployment Claim Forms	Five years	None
Unit Property Book	Ten years	None
Vacation and Sick Leave Balance	Three years provided audited	None
Vehicle Equipment File	Current year	None
Vehicle Jacket	One year after vehicle is removed from service	As long as vehicle is in service at unit of assignment
Vehicle Supplement	Current year plus 6 years on microfilm	Current year plus previous year
Vehicle Validations	Two years	None
Vice Statistics Report for the Month of	Current year plus 2 previous years	None
Victim/Witness Statement	Current year plus 6 previous years	None

<u>RECORD</u>	<u>MINIMUM RETENTION PERIOD (ORIGINAL)</u>	<u>MINIMUM RETENTION PERIOD (COPY)</u>
Victim/Witness Supplement	Current year plus 6 years on microfilm. Perpetual on Homicide reports.	Current year plus previous year. Current year plus previous year on all solved Homicide cases. Perpetual on Homicide cases not solved.
Visitor Pass	Destroy at end of visit	None
Wage Garnishment File	Current year plus 5 previous years	None
Warrant Book	Current year plus previous year after completion of book	None
Warrant Control Card	REQUESTED	
Weekly Inventory of Gas, Oil, etc. (City Form)	Current year	None
Workmen's Compensation Log	Permanently	None

10. Police Communications Section will maintain the following records:

11 Radio Report	Current year, unless report is needed for the investigation of lost or stolen radio	Current year, unless report is needed for the investigation of lost or stolen radio
Activity by Districts	Maintain those on file until 1998.	
Cincinnati CAD System Defect Report	Current year plus 3 previous years	None

<u>RECORD</u>	<u>MINIMUM RETENTION PERIOD (ORIGINAL)</u>	<u>MINIMUM RETENTION PERIOD (COPY)</u>
CinCom 1 Radio Dispatch Card	Until CAD system is updated	None
CinCom 2 Auto Theft Card (buff)	Current year plus 4 previous years	None
CinCom 2 Stolen License Plate Card (green)	Retain for period current license plate color is valid	None
CinCom 2 Unauthorized Use of Motor Vehicle Card (pink)	Current year plus 4 previous years	None
CinCom 2 Lost License Plate Card (blue)	Retain for period current license plate color is valid	None
CinCom 3 Additional Information Card	Current year plus 2 previous years	None
CinCom 7 Communications Complaint Form	5 years	None
CinCom 9 Tow Sheet	Current year plus 2 previous years	None
CinCom 10 Wanted/No Wants Vehicles	Current year plus 2 previous years	None
CinCom 10 TCRU	Current year plus previous year	None
CinCom 11 Outside Visitor Work Log	No longer used. Maintain those on file until 1998.	None
11A Cellular Phone/Pager Control Form	Six months	None
CinCom 12 D.E.C. Service Log	Current year plus previous year	None

<u>RECORD</u>	<u>MINIMUM RETENTION PERIOD (ORIGINAL)</u>	<u>MINIMUM RETENTION PERIOD (COPY)</u>
CinCom 13 Auto Theft/Recovery Form	Current year plus 4 previous years	None
CinCom 14 Description Card on Suspect Vehicle	Current year plus 2 previous years	None
CinCom 15 Telephone Repair Request	No longer used. Maintain those on file until 1998.	None
CinCom 16 Signal 66 Log Sheet	Twelve months	None
CinCom 17 Mail Trip Card Record	Current month plus previous month	None
CinCom 19 Auto Theft Log Sheet	Current year plus 4 previous years	None
CinCom 20 Auto Recovery Log Sheet	Current year plus 4 previous years	None
CinCom 22 TCRU Daily Work Sheet	Current year plus previous year	None
CinCom 23 TCRU Daily Log	No longer used, maintain until 1998	None
CinCom 24 TCRU Daily Report	Current year plus previous year	None
CinCom 26 TCRU Calls by Hour	No longer used, maintain until 1998	None
CinCom 27 TCRU Monthly Composite	Current year plus previous year	None
Daily Worksheet (TCRU)	Current year plus previous year	None

<u>RECORD</u>	<u>MINIMUM RETENTION PERIOD (ORIGINAL)</u>	<u>MINIMUM RETENTION PERIOD (COPY)</u>
Dispatcher Training and Evaluation Program Daily Observation Report	Ten years	None
CinCom 29 Radio Log (Changed from 29 Radio Repair Log)	No original retained in Police Department	Current year
CinCom Battery Log Repair Sheet	No longer used. No original copy retained.	No longer used. Maintain copy on file until 1997.
CinCom 31 First and Second Relief Daily Line-Ups	No longer used. Maintain those on file until 1999.	None
CinCom 32 Third Relief Daily Line-Ups	Current year plus previous year	None
Communication Incident History Fiche	Current year plus 3 previous years	None
Police Communications Section Headset Service Report	REQUESTED	
Police Communications Section Report	Current year plus 5 previous years	None
Radio/Telephone Recordings	Ninety days	None
SIT Form	Current year plus previous year	None
Teletype (Includes Wanted, GBDCs & Court Notifies)	Current year plus previous year	None

<u>RECORD</u>	<u>MINIMUM RETENTION PERIOD (ORIGINAL)</u>	<u>MINIMUM RETENTION PERIOD (COPY)</u>
11. Impound Unit will maintain the following records:		
CinCom 4 Wrecker Dispatch Card	Current year plus previous year	None
CinCom 28 Wrecker Log	Current year plus previous year	None
245 Receipt of Fees From Records	Current year plus 5 previous years	Three years provided audited
245I Receipt of Fees From Impoundment Unit	Current year plus 5 previous years	Three years provided audited
267 Vehicle Storage & Impoundage Fee Receipt & Release (Yellow & pink copies)	Current year plus 5 previous years	Current year plus previous year
303 Impounded Vehicles	No longer used, maintain until 1999	No longer used, maintain until 1999
369 Information to Wrecker Driver	Current year plus 2 previous years	None
Auction Records	Current year plus previous year	None
Notice of Vehicle Impoundment	Current year plus 5 previous years	None
Notice to Lienholder of Impounded Vehicle	Current year plus 5 previous years	None
Registered Mail Receipts	Current year plus 2 previous years	None

<u>RECORD</u>	<u>MINIMUM RETENTION PERIOD (ORIGINAL)</u>	<u>MINIMUM RETENTION PERIOD (COPY)</u>
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12. Patrol Bureau will maintain the following records:

75S Gas Disbursement	Current year plus previous year	Current year plus previous year
202A Commanding Officer's Daily Time Report	30 days	None
439 Shift Selection Form	Current year only	None
586 Mobilization Alert	Current year plus 5 previous years	None
586A Recall Test Alert	Thirty days after recall	None